



APPLICANT: _____ EMAIL: _____

REQUIRED INFORMATION FOR BUILDING APPLICATIONS

APPLICATION CHECKLIST FOR BASEMENT SUITE

This Application checklist shall be **completed** and **attached** to your Building Permit application. All of the required information is necessary for the review of the application and for a timely decision to be rendered.

To expedite the evaluation, staff has been instructed to accept **only** complete applications, which require:

- All application submission requirements to be included in the application,
- All application submission documents to be clear, legible, and precise, and to be prepared to professional drafting standards.
- Every document submitted to have a title block with the project name, legal and municipal address and the name and phone number of the designer.

Should the above be considered inadequate by staff, the application shall be deemed **incomplete**; and it will not be reviewed, until the requirements have been satisfied.

All boxes shall be "CHECKED" and information indicated attached to the application.

OFFICE ✓	CLIENT ✓	APPLICATION SUBMISSION REQUIREMENTS	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Site Plan: shall be drawn to scale and shall be provide the following information:</p> <p>Standard Information: shown on all plans as per the "How to Draw a Site Plan and Floor Plan" document.</p> <p><input type="checkbox"/> Information on the Site Plan:</p> <p>a. location and dimensions of all existing buildings, property lines and setbacks</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Floor Plans: (existing main) shall be properly drawn to scale and shall contain the following information:</p> <p><input type="checkbox"/> a. Dimensions of exterior and interior wall space</p> <p><input type="checkbox"/> b. Detailed location and labelling of all interior rooms and spaces.</p> <p><input type="checkbox"/> c. Dimensions of all staircases and floor levels.</p> <p>d. Entrance to the Basement.</p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Proposed Basement Plan: shall be properly drawn to scale and shall contain the following information:</p> <p><input type="checkbox"/> a. Dimensions of exterior and interior wall spaces</p> <p><input type="checkbox"/> b. Detailed location and labelling of all interior rooms and spaces.</p> <p><input type="checkbox"/> c. Doors with dimensions, swing direction and required fire rating,</p> <p><input type="checkbox"/> d. Egress window and where applicable, window well dimensions</p> <p><input type="checkbox"/> e. Dimensions of all stairs</p> <p><input type="checkbox"/> f. Description of the suite heating and ventilation equipment (shall not be shared with the main house and must be controlled from within the suite).</p> <p><input type="checkbox"/> g. Location of labelled principal ventilation fan switch</p> <p><input type="checkbox"/> h. Location of interconnected carbon monoxide and smoke alarms.</p> <p><input type="checkbox"/> i. Smoke separation construction between main floor, basement, common areas and service rooms</p>	
<input type="checkbox"/>	<input type="checkbox"/>	4. Elevations: all four elevations drawn to scale.	
<input type="checkbox"/>	<input type="checkbox"/>	5. Approved DP Drawings:	
<input type="checkbox"/>	<input type="checkbox"/>	6. Applicable Fees: Building Permit fees shall be made payable to the Regional Municipality of Wood Buffalo.	

You will receive email notification upon issuance of Permit. Conditions will be attached to the Permit. The work is required to comply with all the conditions attached to the permit. It is imperative that the applicant carefully read and understand all the Permit conditions.

The personal information on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act*. The personal information will be used as contact information and to process your application. If you have any questions regarding the collection or use of this information contact the Planning and Development, Timberlea Landing, 309 Powder Drive, T9K 0M3, or call (780) 793-1069.